**ARC Discovery Project Career Interruption Certification**

*To be completed by all Chief Investigators and Partner Investigators who answer Yes in Part B9 of the ARC Discovery Project Expression of Interest application form*

|  |  |
| --- | --- |
| **Name:** |  |
| **Department or School:** |  |
| **Faculty:** |  |
| **Organisation:** |  |

**All periods of career interruption must be significant (greater than 30 days) and not overlapping and occur after the conferral of a participant’s PhD, or equivalent.**

| **Eligible career interruptions** | **Period of time that can be claimed** | **Examples of evidence required** |
| --- | --- | --- |
| Caring and parental responsibilities | A period of time commensurate with the interruption, greater than 30 days | * Birth certificate of child * **OR** HR records showing reduced FTE/interruption/unemployment |
| Disaster management and recovery | * A letter from your HOS/HOD explaining the situation and time disruption |
| Limited or no access to facilities and resources—such as through workplace interruptions | * Confirmation email/letter from your HOS/HOD confirming the period of interruption * **OR** where there was no access to research facilities a copy of an email from head researcher/lab director confirming the periods that the lab was closed |
| Medical condition/ disability/misadventure | * HR records showing reduced FTE/interruption * **OR** Email/letter from your manager confirming the period of interruption * **AND** a statement from medical practitioner confirming amount of time taken off work during the claim period |

| Non-research employment | A period of time commensurate with the interruption, greater than 30 days | * Employment contracts or position descriptions clearly stating the role requirements and responsibilities * **OR** a letter from HR stating the employment dates and role descriptions e.g. teaching only * **OR** a letter/email from previous employer confirming role and time period |
| --- | --- | --- |
| Unemployment | * Centrelink documentation * **OR** ATO statements showing no income * **OR** evidence of one employment contract ending and another one commencing |
| Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols | * Confirmation email/letter from your HOS/HOD confirming the period of interruption |
| Other (inclusive of international relocation) | A period of time commensurate with the interruption;up to three months interruption per relocation | * HR records showing employment at both institutions e.g. Copy of employment contracts:   + from the previous location and   + a copy of your employment contract for the new location * **OR** evidence of flights/work VISA in conjunction with an employment contract at the new institution |

Please add in all the required details of all career interruptions to this table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of interruption (select from drop downs below-as per the table)** | **Start date**  **(must match evidence)** | **End date**  **(must match evidence)** | **FTE amount disrupted by interruption**  **(e.g. 3 days/wk = 0.6FTE disruption)** | **Total time interruption (should be greater than 30 days)** | **Comments (include any additional details related to this interruption)** |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| **Total time interruption since PhD awarded/conferred** | | | |  |  |

**The ARC reserves the right to request evidence of the career interruptions claimed in this certification form.** **Please be ready to produce the evidence of your career interruptions at the request of the Grant Development Team.**

**DECLARATION BY PARTICIPANT**

I certify that the claimed career interruption(s) are complete and accurate in dates, nature, and FTE. I understand that it is my responsibility to submit accurate evidence and comply with requests from the Grant Development Team for clarification, evidence or additional information. I understand that failure to provide accurate information may impact my eligibility to apply for funding.

|  |  |  |  |
| --- | --- | --- | --- |
| **Printed name** |  | **Date** | Click or tap to enter a date. |
| **Signature** |  | | |

***Please upload this certification form to*** [***the***](mailto:grant.development@mq.edu.au) ***Pure record of your ARC Discovery Project Expression of Interest application as soon as possible after the scheme opens, and no later than your compliance and eligibility check date.***